

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 13--Tax 1.0	EFFECTIVE DATE: 2/13/85
TITLE: IRS or DOR Vendor Levies	REVISION DATE: 7/16/98
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BACKGROUND

Occasionally, the Department of Health and Family Services receives notification from the Internal Revenue Service (IRS) or Wisconsin Department of Revenue (DOR) concerning a levy against a particular vendor.

The Wisconsin Department of Administration (DOA) enforces the compliance of the levies centrally via the WiSMART System. The DOA and Treasury process necessary documents to forward the intercepted warrants to the proper authorities.

PROCEDURES

1. All levy notices and releases are sent to DOA immediately.

ATTN: MIKE STAFFORD
DOA STATE CONTROLLER'S OFFICE
8TH FLOOR
101 E. WILSON STREET

2. When a vendor payment is processed that meets the levy specification a notice to the vendor is generated informing the vendor of the tax offset and the amount of the intercepted payment.
3. The vendor notices are delivered to DHFS with the warrants printed that day.
4. The DHFS Cashier mails the notice to the vendor with any backup that would have been mailed with the check. See the Cashier's working papers for the complete task.

CONTACT PERSON

Institution and Administrative Accounting Chief
(608) 266-2708